**Criminal Investigations (General) Intern**

**COMPENSATION: Unpaid**

**DATES: College Semesters (Spring, Summer, and Fall)**

**HOURS: Flexible (generally 8 to 5, M – Th) / Not to exceed 15 hours per week (Total of 4 to 6 Positions – 2 or 3 positions will be required to work on Mondays and Wednesdays, and 2 or 3 positions will be required to work on Tuesdays and Thursdays).**

**JOB SUMMARY:**

The Criminal Investigation (General) Intern is a qualified undergraduate or graduate student (criminal justice, psychology, sociology, or other related field) with an interest in learning about the criminal justice system and the police department. The goal of the internship is to provide the student a meaningful internship experience in the functions and work of law enforcement from the perspective of the Criminal Investigation Division.

The Criminal Investigation (General) Intern assists with a variety of administrative and operational duties as developed and assigned by the CID Commander, to include case follow-up, contacting victims & witnesses, writing police reports, reviewing transcripts, and assisting detectives. The position reports to the Division’s Volunteer and Intern Coordinator.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Observe case follow-up processes and assist with organizing non-sensitive case-related materials for training or administrative purposes.
* Assist with reviewing cases and preparing draft summaries or investigative notes under supervision which are then used to inform further review by sworn or civilian staff.
* Learn about the Police Department’s role in the criminal justice system.
* Perform related duties as assigned.

# MINIMUM REQUIREMENTS:

* Must be receiving academic credit from an accredited college or university.
* High School diploma or GED equivalent.
* Valid Driver’s License.
* Reliable transportation to and from the Police Department.
* Intermediate level of computer knowledge and experience.
* Ability to utilize word processing and data entry programs.
* Ability to work with a high degree of accuracy and strong attention to detail.
* Positive and supportive attitude with people of all backgrounds and abilities.
* Motivated, self-starter who takes the initiative to seek out tasks from staff.
* Commitment to comply with confidentiality requirements and police policies.
* Supportive of the mission of the College Station Police Department.
* Excellent oral and written communication skills.
* Excellent organizational skills.
* Ability to make judgments based upon knowledge of department policies and procedures.